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**NO FILE**

Chief, Tokyo Bureau

20 September 1948

Chief, FBIB

Attached Processing Manual

It is desired that attached Manual serve, together with local directives applicable to your Bureau, as authoritative guide to SOP for processing broadcast material. Attention is called to the following items with particular reference to your operation:

1. It is desired that style of logograph conform to examples on page 10.

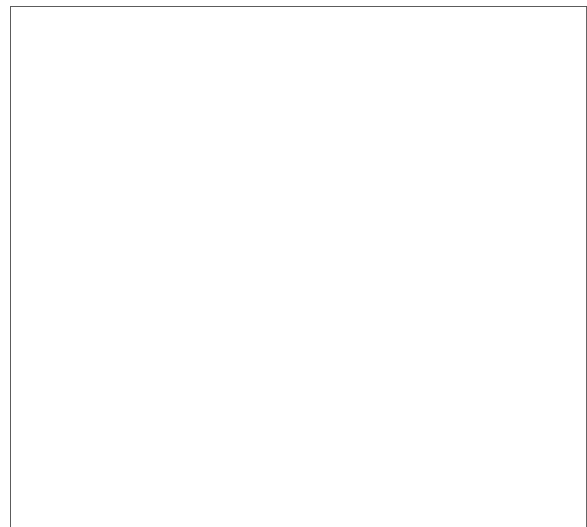
2. Since the editor must assume responsibility for summaries transmitted to Washington, distinction between monitored and editorial summaries is not of value. It is believed that pages 12 and 13 present adequate definition of normal types of copy. Deviations from the norm may be carried or explained in editorial notes (see page 31).

3. It is desired that you adopt the practice of confirming broadcast date and hour by a final date-time group (see pages 9 and 17).

4. Use of term "Single Excerpt" will avoid confusion with the plural "Text Excerpts."

cc: Admin.  
PKE:gmr

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unclassified.



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